



**City of  
Doncaster  
Council**

## **Report**

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**27<sup>th</sup> April 2023**

**To the Chair and Members of the AUDIT COMMITTEE**

### **AUDIT COMMITTEE ACTIONS LOG**

#### **EXECUTIVE SUMMARY**

1. The Committee is asked to consider the attached Audit Committee Actions Log, which updates Members on actions agreed during Audit Committee meetings. It allows Members to monitor progress against these actions, ensuring satisfactory progress is being made.
2. Both actions are complete. There was a delay in the completion of the delivery of the training and awareness on the Performance Management Framework due to attendance problems but this has now been delivered.

#### **EXEMPT REPORT**

3. The report does not contain exempt information.

#### **RECOMMENDATIONS**

4. The Committee is asked to;
  - Note the progress being made against the actions agreed at the previous committee meetings, and
  - Comment if any further information / updates are required.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

5. Regular review of the actions agreed from the Audit Committee meetings enables the Committee to ensure it delivers against its terms of reference and is responding to important issues for citizens and the borough. The action plan update helps support openness, transparency and accountability as it summarises agreed actions from reports and issues considered by the Audit Committee.

## **BACKGROUND**

6. The Audit Committee Actions Log, which is updated for each Audit Committee meeting, records all actions agreed during previous meetings. Items that have been fully completed since the previous Audit Committee meeting are recorded once as complete on the report and then removed for the following meeting log. Outstanding actions remain on the log until completed.

## **OPTIONS CONSIDERED**

7. There are no specific options to consider within this report as it provides an opportunity for the Committee to review and consider progress made against ongoing actions raised during previous Audit Committee meetings.

## **REASONS FOR RECOMMENDED OPTION**

8. Not Applicable.

### **9. Legal Implications [Officer Initials: NJD Date: \_13/4/23\_]**

There are no specific legal implications associated with this report.

### **10. Financial Implications [Officer Initials: \_SJT\_ | Date: \_13/04/23\_\_\_\_\_]**

There are no specific financial implications arising from this report.

### **11. Human Resources Implications [Officer Initials: SH | Date: 12/04/23]**

There are no specific human resources issues associated with the contents of this report.

### **12. Technology Implications [Officer Initials: PW | Date: 12/04/23]**

There are no specific technology implications associated with this report.

## **RISKS AND ASSUMPTIONS**

13. The Audit Committee contributes to the effective management of risks in relation to audit activity, accounts / financial management / risk management and other governance / regulatory matters.

## **CONSULTATION**

14. The Audit Committee Action Log has been produced following consultation with members of the Audit Committee to address the risk of agreed actions not being implemented.

## **BACKGROUND PAPERS**

15. None

## **GLOSSARY OF ACRONYMS AND ABBREVIATIONS**

16. None

## **REPORT AUTHOR & CONTRIBUTORS**

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# APPENDIX 1

## AUDIT COMMITTEE ACTION LOG – 27<sup>th</sup> APRIL 2023

Follow-up actions from previous meetings:-

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
<b>Meeting 27<sup>th</sup> October 2022</b>			
<b>Performance Management Framework</b> An awareness training session will be held for Members of the Audit Committee on the practicalities of managing risk within the Council, and the arrangements in place to ensure that all risks were managed and reviewed at an appropriate level to help Members understand the process.	Training provided to members at the training and awareness session on 21 <sup>st</sup> April 2023 after being adjourned from the previously scheduled 20 <sup>th</sup> January session.	Sennette Wroot	Y- Complete
<b>Breaches and Waivers to the Council's Contract Procedure Rules</b> Members requested a review of arrangements to further reduce the number of avoidable breaches and waivers and produce an action plan to achieve this.	The reports on Breaches and Waivers to the Council's Contract Procedure Rules provided at April 2023 Audit Committee provides this review and includes the key dates to achieve the improvements outlined.	Holly Wilson	Y - Complete